

## 5. Business Rules

These business rules give technical definitions for the fields on the *HA Delinquency Report*. Business rules reflect program rules and calculations performed for each report field.

\* If you are not a PHA employee, this report is only available at the Field Office level of information

Data Field	Business Rule
Program	<p><b><u>EQUALS:</u></b></p> <p>Certificates and Vouchers</p> <ul style="list-style-type: none"> <li><b>WHEN</b> program type (line 1d) equals Certificates (CE) and Vouchers (VO)</li> </ul> <p>Mod Rehab</p> <ul style="list-style-type: none"> <li><b>WHEN</b> program type (line 1d) equals Moderate Rehabilitation (MR)</li> </ul> <p>Public</p> <ul style="list-style-type: none"> <li><b>WHEN</b> program type (line 1d) equals Public Housing (P)</li> </ul>
HA Code	<p><b><u>COMPOSED OF:</u></b></p> <ul style="list-style-type: none"> <li>HA state (line 1b)</li> <li>HA number (line 1c)</li> </ul>
HA Name	<p><b><u>COMPOSED OF:</u></b></p> <ul style="list-style-type: none"> <li>Data from MTCS Housing Agency Table</li> </ul>
<b>Total Units</b>	<b>Section Heading</b>
Available	<p><i>Section 8:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Contracted units in the HUD's Central Accounting Program System (HUDCAPS) for Section 8 housing agencies</li> </ul> <p><i>Public Housing:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Total Units in PIH Integrated Business Systems (IBS) for Public Housing agencies</li> </ul>
Occupied	<p><i>Section 8:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Contracted units from HUDCAPS for Section 8 housing agencies</li> </ul> <p><i>Public Housing:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Occupied Units in IBS for Public Housing agencies</li> </ul>

Data Field	Business Rule
On Hand Current	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> type of action is new admission, annual reexamination, interim reexamination, portability move-in, other change of unit (line 2a = 1, 2, 3, 4, 7)</li> <li><b>ONLY</b> most recent effective date of action for the family</li> </ul> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Multiple submissions of the same family to MTCS</li> </ul>
On Hand %	<p><i>Public Housing:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>On Hand Current</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total Units Occupied</li> </ul> <p><i>Multiplied by 100</i></p> <p><i>Section 8:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>On Hand Current</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total Units Administered</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>NOTE:</u></b></p> <ul style="list-style-type: none"> <li>Total units administered is equal to the 'Total Occupied Units' plus 'Port Move-ins Billing' minus 'Port Move-outs Being Billed'</li> </ul>

Data Field	Business Rule
Missing	<p><i>Public Housing:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>On Hand Current</li> </ul> <p><b><u>MINUS:</u></b></p> <ul style="list-style-type: none"> <li>Total Units Occupied</li> </ul> <p><i>Section 8:</i></p> <p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>On Hand Current</li> </ul> <p><b><u>MINUS:</u></b></p> <ul style="list-style-type: none"> <li>Total Units Administered</li> </ul> <p><b><u>NOTE:</u></b></p> <ul style="list-style-type: none"> <li>Total units administered is equal to the 'Total Occupied Units' plus 'Port Move-ins Billing' minus 'Port Move-outs Being Billed'</li> <li>Forms On Hand can be negative when On Hand is greater than Occupied/Available units</li> </ul>
<b>Forms Received</b>	<b>Section Heading</b>
Last Month	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>50058s received during the reporting period (ends last Friday of the month)</li> <li><b>WHERE</b> type of action is new admission, annual reexamination, interim reexamination, portability move-in, other change of unit (line 2a = 1, 2, 3, 4, 7)</li> <li><b>ONLY</b> most recent effective date of action for the family</li> </ul>
Last 3 Months	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>50058s received in the last three months from the end of the reporting period (last Friday of the month)</li> <li><b>WHERE</b> type of action is new admission, annual reexamination, interim reexamination, portability move-in, other change of unit (line 2a = 1, 2, 3, 4, 7)</li> <li><b>ONLY</b> most recent effective date of action for the family</li> </ul>

Data Field	Business Rule
Last 6 Months	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>• 50058s received in the last six months from the end of the reporting period (last Friday of the month)</li> <li>• <b>WHERE</b> type of action is new admission, annual reexamination, interim reexamination, portability move-in, other change of unit (line 2a = 1, 2, 3, 4, 7)</li> <li>• <b>ONLY</b> most recent effective date of action for the family</li> </ul>